

NYS Department of Corrections and Community Supervision

RFP 2011-03 Community Based Residential Programs

Questions and Answers

1. Q: I have a question regarding the client groups that this RFP aims to serve. On page 3 Clients Groups A-D are described. Is the contractor" required to provide a structured setting for ALL of the Client Groups or can the contractor focus on one or two of the groups?

A: One or two is acceptable. A contractor has the choice of identifying which group or groups they can serve, as long as services are provided at same building to the same gender. (Please also see #5 below.)

Refer to RFP Page 5, I. Purpose, 1st paragraph, last sentence:
"Provider must be able to serve any or all Client Groups A through D."

2. Q: You will make only two awards in New York City during Round 1?

A: No, three awards are intended to be made in NYC. Two awards to Catchment Area 1 and one award to Catchment Area 2; both areas cover NYC.

3. Q: Is specific licensing required of the contractor. The RFP mentions licensing, but is not clear whether licensing for this population is required or whether you want to know if we have certain licenses that might assist with parolee rehabilitation, e.g. mental health or substance abuse.

A: No, specific licensing is not a requirement of the contractor. DOCCS wants to be aware of any services you propose to provide that require specific licensing.

4. Q: Can licensed services be conducted via linkages?

A: Yes. Refer to Attachment C, Page 2, Item III. Experiences/References, C.

5. Q: RFP says all populations will be served in Groups A-D. The RFP asks whether we want to exclude any populations. There seems to be an inconsistency or should we advance our concerns, e.g. for parolees with arson history.

A: Please refer to Attachment C, Page 1, Item II, Program Information, C. Use of the phrase "Client Groups" refers to Groups A, B, C, and D, listed on Page 3 of the RFP and not specific types of releasees within these client groups. Accordingly, providers have to be able to provide service to all members of at least one of the four client groups.

- 6: Q: If we have a building that is not acceptable at the time of submission, may we substitute an acceptable one by May 1st.
- A: No. As stated on Page 3, I .Purpose: “program must have a current Certificate of Occupancy”....and a demonstrated ability to start the program on May 1, 2012.”
7. Q: It is not entirely clear as to what order the various Attachments should be in when the proposal is submitted. The Pass/Fail Checklists cite the attachments in a D,E,C & G order. But this arrangement does not mention either Attachment F or the non mandatory documents. Nor are the potential WC documents referred to. Please provide a definitive list as to the proper submission order of all the Attachments as well as the non mandatory documents and whatever other documents may be required. Thank you.
- A: The RFP does not specify an exact order of submission of documents, however, as a guide; you may follow the checklist on Attachment D, Page 2. You should also read through the entire RFP, specifically Page 5, IV Requirements, referring to Attachment A, McBride Fair Employment Principles, and M/WBE Compliance.
8. Q: Should column 2 include only the line items listed on the form or should all of the subtotals be brought over from the budget form?
- A: Yes, the subtotals on form E should be rolled up to fit the object costs listed on E-1. (For example travel expenses for vehicles, air fare, subway tokens listed on form E, can be totaled and shown under travel on form E-1).
9. Q: What expenses should be included as indirect costs in column 7? Are these costs specific to particular subtotals on the budget Form E?
- A: No, costs can be shown as either direct or indirect costs. Form E will show all requested direct costs except for the line “Indirect Costs” on page 3. If you request indirect costs on that line then you need to fill out E-1. The expenses listed in column 7 on E-1 represent expenses not directed billed for (form E).
10. Q: Are the Administrative expenses listed in total on Schedule E considered as indirect costs, and if so, do they need to be split out in column 7 by the specific expense lines noted in column 1. If this is the case, where would the specific Admin expenses which are not detailed in column 1 be listed (in order to include all of the Admin expense which is claimed on Schedule E)?
- A: Any expenses including Administrative expenses that are shown as direct costs in column 2 on E-1 cannot be shown in column 7 on E-1. If they are shown in column 2, then you are requesting direct reimbursement for them. If you show them in column 7 then you are seeking to capture these costs indirectly.

11. Q: The RFP states that, "Parolees cannot be required to contribute towards your program costs." We wonder if that includes the Public Assistance Shelter Fee which is supposed to be applied towards housing expenses. Can we count that in the budget as revenue, or is that unacceptable?
- A: Please refer to Attachment C, Page 3, Section V. Budget/Fiscal, Item B: The program cannot have clients make any contributions with their own monies. If the program receives third party funding for individuals, that would not be considered client contribution. Accordingly, funding such as shelter fees, are third party revenue that must be applied to the contract.
12. Q: Just double-checking: the \$20,400 per bed annual cost limit *includes* third party revenue, correct? In other words, a bid couldn't ask DOCCS for 15,000 per bed annually and then include \$7,000 per bed in third party revenue - as that would be \$22,000 per year in annual bed costs. Is this understanding correct?
- A: Yes, \$20,400 is the cost to DOCCS. Program could have a cost of \$25,400 per bed with \$5,000 in third party revenue reducing the cost to \$20,400. The \$20,400 cap is, therefore, net of all third party revenue. In a similar vein, a program could have a 10 bed program costing \$250,000 with third party revenue of \$46,000 for a cost to DOCCS of \$204,000 or \$20,400 per bed.
13. Q: Attachment C, Page 3 states that there is a \$20,400 cap on per bed annual costs for projects funded under this proposal. Does the \$20,400 cap apply to the total program cost (including any third party revenue), or only to the amount that is requested from DOCCS?
- A: Please refer to response #12.
14. Q: Is it possible to house the proposed program at a site where non program participants also reside? In other words, is it possible to house the program at a site where other residential programs are also housed?
- A: Yes, there is no language in the RFP that precludes this.
15. Q: Attachment B, Page 12 states that shelter placement is not considered a desirable placement. Are other placements into non-permanent housing, such as placement in a $\frac{3}{4}$ house, considered desirable?
- A: Yes. There is no language in the RFP that precludes placement in any type of housing other than the restriction of placement in a shelter.

16. Q: Attachment C asks the respondent to describe their ability to provide adequate food services. Is the contractor required to provide prepared food for all residents, or can the contractor provide food that is prepared by the residents in the on-site kitchen?
- A: The provider can choose either method to provide meals. However, as stated on Attachment C, Page 1. Section II. Program Information A., The chosen method needs to be clearly described in proposal response.
17. Q: I would just like confirmation that the submission of some form of Certificate Workers' Compensation Insurance for this RFP applies only to For-Profit providers at this time.
- A: That is correct, stated on Page 8, RFP VI. Legal Forms B., only For-Profit-Providers are required to submit the form.
18. Q: Attachment C, Page 2, Section 2(I) - "Describe the proposed plan to implement critical elements of stabilization including: intake, case management, use of evidence based programs and community resources." Does this include only the proposed implementation plan OR implementation plan and program design?
- A: Attachment C, Page 2, Section 2(I) refers only to requested information regarding your proposed plan, not your program design.
19. Q: Attachment C, Page 2, Section 3(D.) - Three professional letters of reference is recommended. Can you please provide some parameters – Who can write these letters (i.e., funders, community partners, etc) AND is there a standard format for these letters that DOCCS would like agencies to use?
- A: See Attachment C, Page 2, Item III Experience/References, D.
20. Q: As stated in the RFP, CBRP's are expected to provide three meals a day – Are meals to be prepared by the agency or can agencies provide groceries to releasees to prepare their own meals 3 times/day?
- A: Please refer to response #16.

If possible, please sign and submit with your proposal.

Bidder's Name: _____

Signature: _____

Title: _____ Date: _____